

11/3/08 (8)

Christine Joyce

From: Nancy Tavernier [ntavern@comcast.net]
Sent: Thursday, October 23, 2008 7:18 PM
To: Christine Joyce
Cc: Manager Department; Roland Bartl; Lauren Rosenzweig; Kristin Alexander
Subject: Re: Appointment to come and present your CPC ideas and requests

Hi Chris,

I have two other obligations on the night of November 3 including the ZBA opening hearing for 442 Mass Ave. Unless my presence is absolutely essential, I would take a pass and give my time to the other proposals that require more discussion. I have attached the draft CPA proposal from ACHC, they will not be approving it until 11/6. It is our standard annual request for more funding for the Community Housing Program Fund although a much smaller request this year due to the availability of housing gift funds and a slow down in our programs.

Thanks.

Nancy

At 12:54 PM 10/23/2008, Christine Joyce wrote:

Hi,

Below please find your 5 minute time to present. Chairperson Rosenzweig has asked that the presentations do not take longer than 5 Minutes to keep on schedule. If you have a problem with your 5 minute slot, let me know, other wise I will anticipate your acceptance of this meeting. If you have refined any of your original presentations since October, please forward a copy to this office for inclusion in the November 3rd Board of Selectmen's Meeting Packet. Those materials must be here on Wednesday before the Monday meeting.

- 8:30 Pat Easterly, (Boardwalk Gates and Douglas Schools)
- 8:35 Nancy Tavernier, (Monies for the acquisition and creation of housing)
- 8:40 Memorial Library Trustees (Civil War Exhibit)
- 8:45 Jim-Snyder Grant Land stewardship Committee (Land purchase Parcel 34 on Sheet H-2 South Acton)
- 8:50 Historical Commission (17 Woodbury Lane, Vallaincourt House)
- 8:55 Acton Housing Authority (Capital Funds for Roofs, 12 additional units at Sachem Way)
- 9:00 Kathryn Acerbo-Bachmann (Plant trees and cost benefit study of purchasing open space)
- 9:05 Dean Charter (Windsor Building adaptive use and Historic Preservation)

Christine Joyce
 Town Manager's Office

10/24/2008

Christine Joyce

From: Nancy Tavernier [ntavern@comcast.net]
Sent: Friday, October 17, 2008 11:46 AM
To: Board of Selectmen
Cc: Acton Community Housing Corporation
Subject: Re: Community Preservation Fund Projects

Dear Board members,

In response to the Chairman's request for CPA proposals, ACHC offers the following:

ACHC is requesting \$ 50,000 to be added to the existing Community Housing Program Fund for "the acquisition, creation, preservation, and support of community housing in the Town of Acton." ACHC will be filing an application directly to the CPCAs we have done each year.

The Program Fund is used to finance new affordable housing initiatives. This set-aside fund is retained by the ACHC and earmarked for appropriate affordable housing activities recommended by the ACHC or any other entity approved by the Board of Selectmen. Expenditures from this Fund must be approved by the Board of Selectmen under the ACHC powers established through Home Rule petition (Chapter 143 of the Acts of 1996, § 1)

The value of such a Housing Fund is in the broad definition for its use that allows the ACHC, or other affordable housing groups, to react to opportunities as they are identified and not to restrict it to specific projects or activities. Very often these specific uses are not known in advance of the normal CPA funding cycle which is six months in advance of the Town Meeting vote. The Program Fund would be used only for allowable CPA affordable housing purposes to provide a diversity of affordable housing opportunities for Acton residents, their adult children, and employees who work for and in the Town, as well as new residents from outside of Acton.

With this request, ACHC proposes to continue its current programs and initiate new ones.

Nancy

10/17/2008

PROJECT APPLICATION FORM – 2009

Applicant: Acton Community Housing Corporation **Submission Date:** 11/10/08

Applicant's Address, Phone Number and Email **Purpose: (Please select all that apply)**

Acton Community Housing Corporation

☐ Open Space

Nancy Tavernier, Chair

Acton Town Hall

☒ Community Housing

472 Main St.

☐ Historic Preservation

Acton MA 01720

☐ Recreation

978-263-9611

achc@acton-ma.gov

Town Committee (if applicable): Acton Community Housing Corporation

Project Name: Community Housing Program Fund

Project Location/Address: ACHC c/o Acton Town Hall

Amount Requested: \$50,000

Project Summary: In the space below, provide a brief summary of the project.

ACHC is requesting \$ 50,000 to be added to the existing Community Housing Program Fund for "the acquisition, creation, preservation, and support of community housing in the Town of Acton."

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The value of such a Housing Fund is in the broad definition for its use that allows the ACHC, or other affordable housing groups, to react to opportunities as they are identified and not to restrict it to specific projects or activities. Very often these specific uses are not known in advance of the normal CPA funding cycle which is six months in advance of the Town Meeting vote. The Program Fund would be used only for allowable CPA affordable housing purposes to provide a diversity of affordable housing opportunities for Acton residents, their adult children, and employees who work for and in the Town, as well as new residents from outside of Acton.

With this request, ACHC proposes to continue our current programs and initiate new ones. The Condo Buy-Down program began in 2007. This Program applies to existing housing units or new construction units in non-40B developments in Acton. The sellers receive a payment at the time of closing to lower (buy-down) the selling price to a pre-

determined affordable level so the unit could be sold to income eligible households earning up to 80% of the Area Median Income. In exchange, a deed restriction is placed on the property to keep the unit affordable into perpetuity and the unit is added to the Town's Subsidized Housing Unit Count. ACHC has created two affordable units in the past year using this program.

ACHC is also proposing to continue to partner with the Acton Housing Authority to buy existing condo units for their low income rental program. A combination of CPA, AHA, and housing gift funds would be used to fund these acquisitions. The current housing market offers an excellent opportunity to find these units at reduced prices.

ACHC developed a Downpayment and Closing Cost Assistance Program this year and has assisted 6 first time homebuyers purchase a home. In our experience, it appears one major obstacle to being ready to buy a home is the lack of funds for a 3-5% downpayment and the closing costs.

ACHC has access to privately funded housing gift funds that would be used as leverage for these programs in addition to the requested CPA funds.

These programs are consistent with the Goals established by the Community Preservation Committee to address the housing needs of the community as detailed in the 2009 Community Preservation Plan.

The use of the Community Housing Program Fund for affordable housing opportunities is consistent with this Goal in the Acton Master Plan.

Goal: Encourage diversity in Acton's population by achieving a mix of homes that enhances Acton's town character and provides needed choices for our residents.

Objective: Preserve the character of Acton's established residential neighborhoods.

Objective: Promote a range of economic diversity in housing including low and moderate income housing.

Objective: Promote a range of choice in the types of homes to allow for residents' changing capacities and preferences.

Acton's Community Development Plan entitled "To Live in Acton" identifies five priority housing needs that could be addressed through the use of the Community Housing Program Fund. These are the priorities:

PRIORITY HOUSING NEEDS:

- #1 Low-Income Rental Units
- #2 Affordable Senior Apartments
- #3 Moderate-Income Homeownership
- #4 More Choices for Seniors
- #5 Below-Market Homeownership

Estimated Date for Commencement of Project: _____ ongoing_____

Estimated Date for Completion of Project: _____ ongoing_____

APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Submit 1 complete electronic copy (*.doc or *.pdf format) and 15 complete printed double-sided paper copies of the application, including all attachments, to:

**Community Preservation Committee
c/o Planning Department
Acton Town Hall
472 Main Street
Acton, MA 01720**

Submission Deadline: Monday, November 10, 2008

Attach the following with all applications:

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Acton and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Project Scope:** An itemized project scope, with details describing each item and its estimated cost.
- **Cost Estimate:** Professionally prepared appraisal; or professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Neighbor(hood) Outreach:** For new development projects, such as new community housing or new recreation facilities, provide evidence that neighbors have been contacted and had an opportunity to comment on the proposed project. Provide documentation on how the project application is responsive to the neighbors' comments and concerns.
- **Maps:**
USGS topographical map, assessors map, or other map as appropriate, showing location of the project.
- **Photographs** of the site, building, structure, or other subject for which the application is made.

Include the following, if applicable and available:

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E Reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic inventory sheet.
- Existing conditions report.
- Names and addresses of project architects, contractors, and consultants.
- Other information deemed useful for the Committee in considering the project.

Notes:

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting or as a condition in the award letter.